

Lisa Mustermann

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ORGANIZATION XX
Att: Jo Miller
Street, Street Nr.
10xxx Berlin

Berlin 14.01.2022

Application for XXX (exact job description)

Dear *name of the contact person or head of the organization*,

>>Reason for writing in regards to the job call and expressing interest in the organization/company.

>>Motivation, Experience and background, draw interest to yourself. Mention where you are studying and when you will graduate.

>>Go a bit more into detail about previous experience and how it relates to the position. Give examples also of soft skills that were not mentioned in the CV yet. Also here is the opportunity to elaborate on something that is only briefly mentioned in the CV or missing. DO NOT RETELL WHAT IS IN THE CV THOUGH!

>>FIND CLOSING PARAGRAPH something like this:

With my high motivation, engagement in various associations and extensive travel experience, I believe I could be an asset to your organization, while developing my own knowledge and experience. I bring with me not only the capability to multi-task, work well independently, but I also function well in a team, and I can handle a stressful environment.

Please feel free to contact me with any questions you may have. I thank you for your time and consideration.

Sincerely,

Scan signature here

Lisa Mustermann